



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted 6/7/13

SECTION I - Identification

Working Title: Aircraft Pilot

Department: Transportation

Job Code Number: 532136

**Division & Bureau: Highways and
Engineering Division**

Job Code Title: Aircraft Pilot

Section & Unit: Aviation

Pay Band: 6

Work Address: 2701 Prospect Avenue

Position Number: 43030

Phone: 406-444-6148

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FLSA Exempt

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FLSA Non-Exempt

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Non-Union

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MPEA

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Blue Collar

Profile Completed By: Dwane Kailey

Work Phone: 406-444-6414

Work Unit Mission Statement or Functional Description:

The Aircraft Unit manages a turbo-prop aircraft and two pilots in a constant state of readiness for staff and executive transportation (including the Governor), and remote sensing aerial photo data acquisition missions. This includes safety and flight items such as weather, maintenance and budgets to maintain this state of readiness.

Describe the Job's Overall Purpose:

Pilots a turbo-prop airplane (Aero Commander), day and night, under all weather conditions, often in rugged terrain at altitudes approaching the operational limits of the aircraft. Maintains FAA second class medical certificate, must hold a commercial multi-engine land pilot certificate with an instrument rating and pass a bi-annual flight exam. Serves out of town for extended periods, with long working hours, seven days a week and holidays when necessary. The pilot maintains proficiency in all aspects of a turbo-prop multi-engine department aircraft, including instrument, VFR, and night ratings, and maintains compliance with FAA, state and department policy while flying multi-engine, turbo-prop airplanes, as single-pilot, with up to nine passengers to high-density traffic areas, such as Washington, D.C., Seattle, and Denver. At all times, the pilot maintains and presents a positive image for Montana and the Department of Transportation (MDT).

SECTION II - Major Duties or Responsibilities	% of Time
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The aircraft pilot provides executive air transportation for staff (including other state agencies and the Governor's office) and for remote sensing/aerial photo missions conducted for the Montana Department of Transportation. The pilot possesses unique skill, experience, and qualification levels bringing together the remote sensing/aerial photo and executive flight requirements to comply with aircraft insurance requirements and pass bi-annual Flight-Safety or equivalent training program for a 680W turbo-prop and King Air C90 turbo-prop aircraft. The pilot applies all flight regulations, directives and policies and makes critical flight suitability decisions based on meteorological conditions. The pilot cares for and maintains a 7,000 square foot hangar including offices, communication systems, and building security.

A. Executive Transport in the 1968 Aero-Commander **30%**

Schedules and coordinates MDT travel to achieve the most safe, beneficial, and cost effective use of aircraft. Plans and completes individual trips to assure safe, efficient, timely arrival of passengers. Trips include flights to small airports as well as large Class "B" airports that present heavy air traffic. Executive transport is completed year round in a wide variety of weather conditions. Schedules aircraft for executive missions, configures aircraft for appropriate missions and evaluates weather conditions en-route and on-site for mission feasibility.

B. Remote sensing/aerial photo missions and systems development and research **30%**

Completes remote sensing/aerial photo missions, researches and analyzes remote sensing technological advancements relating to MDT's aerial platform and incorporates selected remote sensing/aerial photo upgrades to MDT aircraft. This includes working with the Photogrammetry and Survey Section to research remote sensing/aerial photo equipment and aircraft configuration data for replacement or expansion of existing remote sensing. This involves flying the aircraft, precisely locating mission areas, establishing a line of flight, maintaining aircraft stability and comfort, and assuring minimum flight variation.

C. Maintenance **35%**

Ensures compliance with the 680W factory-phase maintenance program and with all FAA issued airworthiness directives and service bulletins. This includes using aviation maintenance software to monitor parts overhaul, replacements, and condition requirements of "timed" parts for the aircraft. The pilot also complies with maintenance standards based on Federal Aviation Regulations Part 91 standards.

Works with the Engineering Division Fiscal Officer and the MDT Purchasing Unit Supervisor to identify the most appropriate company or individual to make major repairs by assessing repair capabilities such as special tools, repairs, experience and training. The pilot also oversees mechanics and technicians engaged in aircraft repair or inspection of MDT aircraft in order to protect MDT interests.

Completes routine maintenance, periodic checks, and service tasks involving rotation items, such as washing the aircraft, and servicing minor authorized service items such as lights and anti-icing equipment. Daily pilot checks include fluid levels, draining sumps, and maintaining tools, equipment, facilities, and surrounding grounds.

D. Other Duties as assigned **5%**

Assists with, develops, and administers safety and training programs and maintains appropriate flight and maintenance records including aircraft flight time, parts replacement, and scheduled maintenance.

Assists with budget information and may supply information for legislative budget proceedings. The pilot may authorize payment related to aircraft operations such as fuel, maintenance, and replacement parts and assists with cost determination for other agency aircraft use. The pilot also maintains current aviation charts, including IFR Enroute, IFR Approach Plates, aircraft manuals, writes reports, and compiles statistical data.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Executive Transport in the 1968 Aero-Commander
Remote sensing/aerial photo missions and systems development and research
Maintenance

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Extensive in state and out of state travel
- Remaining seated for extended periods of time
- Operating a personal computer
- Communicate in writing, in person, and over the phone
- Fly at high altitudes for extended periods of time
- Fly at high altitudes requiring the use of oxygen for extended periods of time
- Maintain focus, concentration, and accuracy while experiencing turbulent flying conditions
- Interpersonal skills/behavior

MENTAL

- Decision making on what conditions are safe to operate the aircraft.
- Decision making concerning proper maintenance of aircraft.
- Decision making on weather and seasonal conditions to best suit the particular job requirements.
- Makes planning, budget, and training decisions.
- Makes routine and emergency decisions to maintain safe and efficient air operations.
- Coordinating

Does this position supervise others? ☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This position requires extensive knowledge of operating turbo prop aircraft as pilot in command and single pilot and understanding the inner relations related to flight operations. This position requires extensive knowledge and a complete understanding of FAA Regulations pertaining to Part 61 (Certification) and 91 (General Operating and Flight Rules) and safe operations as outlined in the Aeronautical Information Manual (AIM). Ability to operate and communicate through aircraft communications systems. Knowledge of mathematical calculations and their applications to flight

operations. Knowledge of relevant flight-related equipment, state and federal policies, procedures, and strategies to support effective local, state, or national security operations.

SKILLS:

This position requires skills in controlling operations of flight equipment or systems, adjusting actions in relation to internal/external factors related to flight, such as considering the relative costs and benefits of choosing the most appropriate actions. Ensuring the aircraft is working properly. Skilled in strong communication skills including active listening. Skilled in using logic and reasoning to identify the alternative solutions, conclusions or approaches to problems. Skilled in proactively and actively identifying and solving the problems.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No education required | <input checked="" type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study: Graduation from an FAA or military approved flight school and five years of progressively responsible and related flight experience.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input checked="" type="checkbox"/> 5 or more years |

Other specific experience:

Five (5) years of work-related experience including a minimum of: 4,000 hours total flying time as pilot-in-command; 1,000 hours multi-engine; 1,000 hours single pilot PIC; 500 hours turbo-prop; 400 hours actual instrument; 200 hours night experience.

Must possess and maintain a second class FAA medical certificate and possess a commercial multi-engine land pilot certificate with an instrument rating.

Successfully pass a bi-annual Flight-Safety or equivalent training program.

Alternative Qualifications:

This department will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include: Two years of additional related flight experience above the minimum experience requirements may substitute for the required vocational education.

SECTION IV – Other Important Job Information

☒ Valid driver's license ☐ Other; Describe _____

☒ Background check. This position *may* require a DHS / TSA administered background check.

May be away from Helena for extended periods and may work seven days a week, long hours, and holidays when necessary.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____